

# MORTGAGE BROKER PRACTICES ACT RULES PROCESS

March 30, 2006

- Our Challenge

- Rewrite the rules from the ground up in about four months.
- Do not rely on the existing rules as a guideline.
- Use the clear rules writing approach and make the questions understandable and meaningful.
- Make all interested parties a part of the process:
  - Inclusion.
  - Notice.
  - Follow through.
  - Buy-in.

- Open Meetings Format

- Panel will be the Mortgage Broker Commission, Chuck Cross and Catherine Mele-Hetter.
- Staff report at the beginning of each meeting will create foundation for meeting and panel/audience. Report will cover changes in latest version and a summary of comments received since last meeting.
- Panel review and discussion will follow an agenda.
- Comments will be taken from the public either by topic or at an assigned point, depending on need and flow.
- Meeting will be recorded for podcasts and available within days at [www.dfi.wa.gov](http://www.dfi.wa.gov).
- Notes will be taken and published as minutes available to all interested parties

- Sub-panel Meetings Format

- Each Sub-panel will consist of a Commissioner and DFI staff. In addition there will be DFI Teams.
- The Commissioner will be the conduit between the Sub-panel and the Panel and will control the big picture.
- Each Sub-panel will have a DFI team leader for coordination.

- Schedule

- Panel will meet roughly every two weeks and possibly more often towards the end.
- Sub-panels or teams will meet between Panel meetings as often as is necessary.
- Sub-panel work must be submitted to the Drafting Team at least four days prior to the next Panel meeting.

- Draft versions are to be published at least 2-3 days prior to the next Panel meeting.
- If there is insufficient time to include work into a draft version the item or issue will be rolled forward to the next period.
- Public Comment
  - Public comment will be accepted in written format and brought to the next Panel meeting.
  - Public comment may be made in person during the open comment period at the Panel meeting.
  - Written comments will be read during the open comment period.

- Notices and Communication

- Primary communication will be conducted through website updates.
- Schedule of meetings will be posted on the web.
- Draft versions and important issues posted on the web.
- Podcast of last meeting posted on the web.

- Draft Versions

- Version numbering will be consistent and follow:  
MBWACv20060330.doc.
- Repeal all of existing WAC and start anew.
- Statutory support cited for each section of WAC.
- Changes since last version will be highlighted in yellow for easy identification.

- Comments and notes to versions will be made in [brackets] and will include commenter initials and date: [CC032006: Possible conflict with section 110.].
- Version review and replacement will follow this example:
  - 4/13/06: Panel reviews MBWACv20060410.doc. Discussion and comment.
  - 4/14/06 – 4/20/06: Sub-panel work, research and submission to Drafting Team.
  - 4/24/06: Drafting Team publishes MBWACv20060424.doc.
  - 4/27/06: Panel reviews MBWACv20060424.doc and pattern is repeated.

- Roles

- Panel: Mortgage Broker Commission, CM and CC.

- Teams and Sub-panels:

- Drafting Team: Catherine Mele-Hetter, Deb Bortner, Cindy Fazio with support from Jeannette Terry and Beth Craig.
    - Administrative Team: JT, BC.
    - Communications Team: JT, BC, DB, Martha Dickens, Jeremy Lushene.
    - Licensing Sub-panel: Commissioner, Whittier Johnson-DFI lead, Kae McDonnell, Ann Campbell.
    - Examinations Sub-panel: Commissioner, Kwadwo Boateng-DFI lead, Levi Clemmens, Rick St. Onge.
    - Enforcement Sub-panel: Commissioner, James Brusselback-DFI lead, Steve Sherman.

- Misc. Sub-panel: Commissioner, DB-DFI lead, CM, CC.
- Important Dates
  - 8/23/06: Final rules draft must be submitted to Code Reviser.
  - 10/24/06: Public hearing on final rules draft.
  - November 2006: Tentative implementation of rules.
- Small Business Economic Impact
  - The Department needs to know how the proposed rules will impact your business. During the rule making process we will survey all licensees and produce a report related to this important issue.

- Information and Notices

- [http://www.dfi.wa.gov/cs/mortgage\\_rulemaking.htm](http://www.dfi.wa.gov/cs/mortgage_rulemaking.htm) : This is where you will find all you need to know . . .

- Get schedule and meeting location information.
    - Listen to the audio of prior meetings.
    - View the latest rules drafts with highlighted changes in yellow for easy reference.
    - Make comments for the record and suggest ideas as often as you like.
    - Learn about important upcoming discussion items.
    - Become an Interested Party by adding your name to the list.

- Future Meeting Dates

- April 13, from 2-4:30 p.m., Renton City Hall
- April 27, from 2-4:30 p.m., Renton City Hall
- May 10, time and location to be announced (in conjunction with Commission Meeting)